

Building a Better Tomorrow Best Practices 2000

Best Practices Information System – User Guide

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1. Overview

1.1 What is a Best Practice?

A Best Practice identifies an organization or entity considered a leader in managing a HUD program, project, management tool, and/or technique. A Best Practice is a means of sharing with others a better way of doing business and provides information that would allow other organizations or entities to perform a process more effectively and efficiently. A HUD Best Practice fulfills at least two of the following characteristics:

- Generates a significant positive impact on those it is intended to serve or manage.
- Can be replicated in other areas of the country, region, or local jurisdiction.
- Demonstrates the effective use of partnerships among government agencies, non-profit organizations, or private businesses; and
- Displays creativity in addressing a problem, and demonstrates effective leveraging of resources.

1.2 System Overview

The Best Practices Information System (BPIS) is a web-based application designed to fulfill HUD's requirements for an automated, on-line nomination tracking system. This system is designed to assist HUD in better managing the recording and tracking of Best Practices nominations throughout the United States. The BPIS will allow all HUD personnel, as well as the public, to enter Best Practices nominations over the Internet and Intranet and will serve to house all information submitted.

Each nomination entered is tracked through the nomination process. This process includes extensive compliance and qualification reviews and a final nomination evaluation and selection process. The BPIS supplies a wide variety of reports ranging from the status of a single nomination to nomination totals from each of HUD's Field Offices. Users may add nominations, edit nominations (if already submitted), resubmit nominations (if returned for insufficient information) and generate reports based on the selections on the top menu bar.

1.3 Purpose of the User Guide

The purpose of the BPIS User Guide is to provide the information necessary for the user to most effectively and efficiently use this automated information system.

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2. System Access

2.1 Security and ID/Passwords

To prohibit the altering of information without proper access authority, the Best Practices Information System (BPIS) is controlled by a System Administrator.

Each BPIS user needs a User ID to access the system. This User ID provides specific organizational access, thus establishing a user's access rights to the BPIS. For example:

- HUD employees can access the BPIS through the Intranet (HUDWeb) using their existing HUD ID and Password that is stored in PERIS. If the user does not have this information, they should contact the BPIS Support desk.
- Public users can access the BPIS through the Internet (www.hud.gov) and create an account on-line that will provide them access to the system. They may use any User ID and password they choose as long as the User ID does not begin with an "H" (HUD IDs begin with an "H") and is not the word Admin or Guest.

2.2 Access Levels

The access levels within BPIS include the following:

Guest	Allows users to: <ul style="list-style-type: none">• View the Home Page• View Reports• E-mail the Help Desk for support
Basic (Public and HUD)	Allows users to: <ul style="list-style-type: none">• Enter nominations,• Save nominations to edit and submit at a later time,• Submit nominations,• Submit nominations that have been returned for insufficient data,• Complete an on-line Self-Certification form required from each nominee,• View Reports• E-mail the Help Desk for support

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<p>Best Practices Working Group</p> <p>Secretary Representatives/ Senior Community Builders</p>	<p>Allows users to:</p> <ul style="list-style-type: none"> • Enter nominations • Save nominations to edit and submit at a later time • Submit nominations • Re-submit nominations that have been returned for insufficient data • View Reports • Complete an on-line Self-Certification form required from each nominee • Conduct on-line nomination qualifications, approvals and compliance checks • E-mail the Help Desk for support
<p>Best Practices Contractors</p>	<p>Allows users to perform the following for nominations submitted in paper form:</p> <ul style="list-style-type: none"> • Enter nominations • Save nominations to edit and submit at a later time • Submit nominations • Re-submit nominations that have been returned for resubmission • Complete an on-line Self-Certification form required from each nominee <p>In addition, the user can:</p> <ul style="list-style-type: none"> • View various reports • Conduct on-line nomination qualifications, approvals and compliance checks (Note that the contractor cannot reject nominations for ineligibility) • E-mail the Help Desk for support
<p>Administrators</p>	<p>Provides users with access to the system for maintenance purposes.</p>

Note: Please see Chapter 9 of the User Manual for additional information regarding the review.

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3. Using A Web Browser To Access BPIS

3.1 To access BPIS from the Internet at www.hud.gov

The Best Practices Information System (BPIS) can be accessed through the HUD Internet at <http://www.hud.gov>.

- **Click** XXXXXXXXXX to access the BPIS login screen.

3.2 To access BPIS from the HUDweb

The BPIS can also be accessed through the HUDweb Intranet system.

- **Click** XXXXXXXXXX to access the BPIS login screen.

3.3 To create a User ID

1. From the BPIS Login screen, **ensure** the User ID and Password fields contain the default User ID “guest” and default Password “passwd”. If the defaults have disappeared, click reload/refresh at the top of the page on the browser’s menu bar.
2. **Click** on “Request A New Account”. The system will prompt user to complete a new user account form.
3. **Enter** correct user information in the fields displayed. All required fields must be completed or form will not be received.
4. **Click** “Create Account”. The system will create the account and display the user ID and password.
5. **Click** “OK” to return to the main login page.

3.4 Field Descriptions and Page Layout

The following information is necessary to create a User ID. The required fields are denoted with an asterisk (*).

Enter User ID : *	User selected ID that is six characters and does not begin with an “H” (HUD IDs begin with an “H”) and is not “admin” or “guest”
Enter Password : *	User selected alpha numeric password up to 8 characters

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Re-Enter Password : *	Verification that password was entered correctly
Title : *	User's Title (Mr., Ms., Mrs., Miss)
First Name : *	User's First Name
Middle Initial :	User's Middle Initial
Last Name : *	User's Last Name
Suffix :	User's Suffix (Jr., Sr., I, II, III, IV)
Organization:	The organization with which the user is involved
Street Address 1 : *	First line of user's mailing address
Street Address 2 :	Additional line of user's mailing address if needed
City : *	The city portion of the user's mailing address
State : *	The state portion of the user's mailing address from the list provided
Zip : *	The 5 or 9 digit postal code of the user's mailing address
Phone # :*	The user's 10 digit phone number (area code and number) an extension may be placed in the second phone # field
Fax # : *	The user's 10 digit facsimile number (area code and number)
E-mail Address :	The user's email address

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3.5 *To change Password Or Other User Account Information*

1. **Login** to the BPIS
2. **Click** on “My Account” at the top of the page on the BPIS Menu Bar. The system will display the “Edit Account” screen.
3. **Enter** old Password
4. **Enter** new Password
5. **Re-Enter** new Password
6. Take this opportunity to **correct** any other outdated information. Note, however, that the User ID, First Name, Last Name and Phone Number may not be changed.
7. **Click** Update Account
8. BPIS will display an “Account Successfully Updated” message and will automatically return the user to the BPIS home page.

3.6 *To Enter the BPIS System*

At the following page:

1. **Enter** User ID in appropriate field.
2. **Enter** Password in appropriate field.
3. **Click** on “Access Best Practices”

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Figure 0-1 BPIS Login Screen

3.7 To Exit the System

When the user has completed their BPIS task, they may exit the system by clicking the **Log Off** button located in the top right corner of the BPIS Menu Bar. This will log the user out of the BPIS application and will automatically take the user back to the BPIS login screen (displayed above).

To return to BPIS, the user will need to re-enter their User ID and Password information. The user may also exit the BPIS application by visiting another Web site or by shutting down their web browser.

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4. System Navigation

4.1 Netscape

The Best Practices Information System (BPIS) is designed to meet HUD's system requirements and standards, specifically Netscape Communicator 4.5 and up and Internet Explorer 5.

The Netscape Communicator browser includes the following functions needed to navigate throughout the BPIS:

Back	Returns user to last screen visited. This will take user one screen back.
Forward	Advances user to the last screen forwarded. (Note that the back feature must have been used during the Netscape session for the forward feature to be enabled)
Reload	Refreshes the Web site or application in which the user is working.
Home	Returns the user to the default Home Page (refer to Netscape Help "Specifying the Starting Page")
Print	Prints the BPIS data located in the main frame - not the top or side menu bars.
Stop	Stops browser action in progress.

The Internet Explorer browser includes the following functions that are needed to navigate BPIS:

Back	Returns the user to last screen visited and will take user one screen back.
Forward	Advances the user to the last screen forwarded. (The back feature must have been used during the Netscape session in order for the forward feature to be enabled.)
Refresh	Refreshes the Web site or application in which the user is working.
Home	Returns user to the default Home Page (refer to Netscape Help "Specifying the Starting Page")

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Print	Prints the BPIS data located in the main frame - not the top or side menu bars.
Stop	Stops browser action in progress.

Note: Right clicking on the mouse gives user access to most of the above features as well.

4.1.1 To Check Monitor's Resolution

The BPIS application was designed for best viewing use, monitor resolution of 800 x 600. If you are experiencing display issues, check your monitor's resolution.

1. Using the mouse, place the cursor on Windows 95 workspace
2. Right click the mouse button
3. Select "Properties" from the menu
4. Select "settings" from the display Properties window, move the horizontal slide bar of the "Display area" until it is set at 800 x 600
5. Click "apply" to secure setting
6. Click "OK"

4.1.2 To Accept Cookies in Netscape

User must enable the Netscape Communicator to "Accept all cookies". The BPIS application will deliver a "Session Expired" message if "Accept all cookies" is not set within the Navigator toolbar.

1. **Select** "Edit" from the Netscape Menu Bar
2. **Select** "Preferences"
3. **Select** "Advanced" from Category listing
4. **Select** "Accept all cookies"
5. **Click** OK (to close dialogue box)

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4.1.3 To Accept Cookies in Internet Explorer:

User must enable the Internet Explorer to “Accept all cookies”. BPIS application will deliver a “Session Expired” message if “Accept all cookies” is not set within the Explorer toolbar.\

1. **Select** “Tools” from the Explorer Menu Bar
2. **Select** “Internet Options”
3. **Select** the “Security Tab”
4. **Select** the Internet icon, then click “Custom Level”
5. **Scroll** down to Cookies/”Allow cookies that are stored on your computer”, select enable
6. Under Cookies/Allow per session cookies (not stored), **select** “Enable”
7. **Click** “OK” (to close dialogue box)
8. **Click** “Yes” to confirm the settings will change
9. **Click** “Apply”
10. **Click** “OK”

4.1.4 To Enable Java Script in Netscape:

User must enable the Netscape Communicator to Enable Java Script for BPIS to function properly.

1. **Select** “Edit” from the Netscape Menu Bar
2. **Select** “Preferences”
3. **Select** “Advanced” from Category listing
4. **Select** “Enable JavaScript”
5. **Click** “OK” (to close dialogue box)

4.1.5 To Enable Java Script in Internet Explorer

User must enable the Internet Explorer to enable Java Script for the BPIS to function properly.

1. **Select** “Tools” from the Explorer Menu Bar

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2. **Select** Internet Options
3. **Select** the “Security Tab”
4. **Select** the Internet icon, then click custom level
5. **Scroll** down to Scripting of Java Applets select enable
6. **Click** “OK” (to close dialogue box)
7. **Click** “Yes” to confirm the settings will change
8. **Click** “Apply”
9. **Click** “OK”

4.2 BPIS Navigation

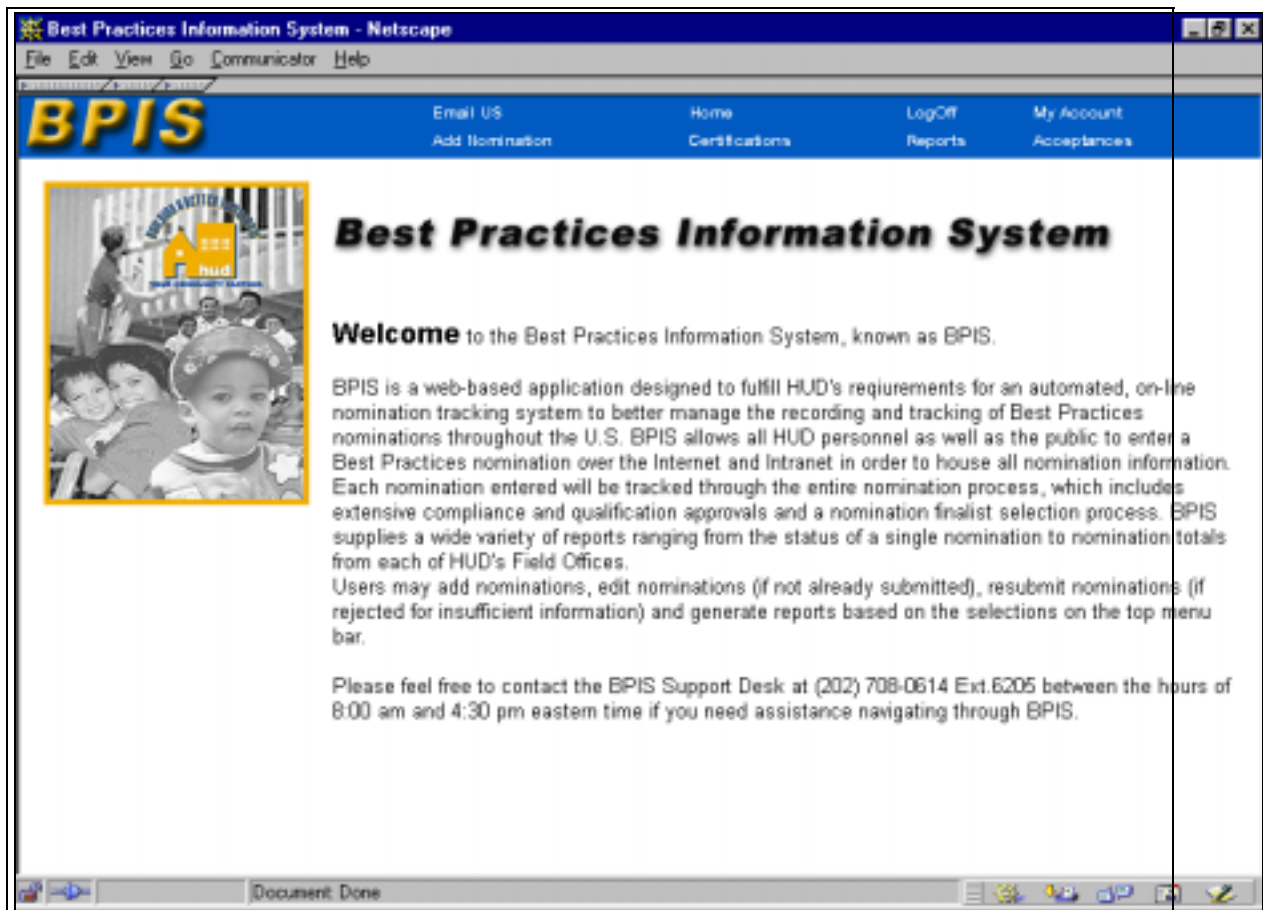


Figure 4-1 BPIS Home Page with BPIS Top Menu Bar

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4.2.1 BPIS Top Menu Bar

Some of the Menu Options change based on the user's access.

Email US	Sends an e-mail to Help Desk
Home	Displays the BPIS Home page
Reports	Displays list of available reports
Log off	Exits BPIS application, returns to Logon screen
My Account	Displays account information screen for editing
Add Nomination	Displays nomination entry form
Certifications	Displays Self-Certification form for nominee to complete
Resubmit Nomination	Displays nomination form(s) for nominator to edit and resubmit. This option is available only to users that have a nomination rejected for resubmission
Edit Nomination	Displays nomination form(s) saved, not submitted, by nominator for editing This option is available only to users that have a saved nomination to edit and submit.
Acceptance	Displays nominations waiting for acceptance based on authority level and is only available to Best Practices Working Group Users

Note: Each menu option will be covered in detail later in this User Guide.

4.3 BPIS Support

4.3.1 E-mail

An e-mail button is provided to assist users with BPIS questions, comments and concerns without having to leave the BPIS application. The BPIS e-mail function provides the user with the option of specifying an e-mail request. All e-mail sent via the BPIS application is forwarded directly to the BPIS Support Mailbox and is answered by a support team member. BPIS Support can address any navigation and functionality issues. Any concerns regarding data and content will be directed to a Working Group member.

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4.3.2 To access the BPIS Mailbox

1. While logged on to the BPIS application, **click** the “E-mail US” button, located at the top of the page in the BPIS Menu Bar
2. E-mail will automatically display the senders return address based on the e-mail address provided in the user’s account.
3. **Enter** subject in Subject line
4. **Enter** message for Support Desk
5. **Click** Send

Note: E-mail messages may be cleared or canceled by clicking the clear button. Clicking the black “x” in the upper right hand corner of the message box will also cancel the BPIS E-mail Support Webform.

4.3.3 Contacting BPIS Support

Users can reach the BPIS Support Desk at **(202) 708-0614 Ext.6205**. The BPIS Support Desk is available between the hours of **9:00 am** and **5:00 P.M. Eastern Time**.

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5. Nominations

5.1 “Adding Nominations” Overview

The “Add Nominations” function displays the nomination entry form with the nominator’s information automatically displayed based on current information in the system. This function allows the user to:

- Create a Best Practice Nomination
- Submit the Best Practice Nomination form
- Save the nomination form to complete at a later time
- Enter multiple nominations

5.2 To access “Add Nomination”:

- **Click** on “Add Nomination”, located at the top of the page on the left side of the BPIS menu bar.
- **Enter** information in format described below.

Once the information has been entered:

1. To save the information, **click** on "Save Nomination Form". This saves the data and allows the user to return to the form at a later time to modify the data. **Note that the nomination is NOT submitted at this time.**
2. To submit the form permanently, **click** on "Submit Nomination Form". **Note that once the form has been submitted, the data cannot be modified.**

Note:

Nominator: The entity submitting a project for review and award consideration.

Nominee: The project submitted by the nominator for review and award consideration.

5.3 Field Descriptions and Page Layout

The BPIS automatically displays the following information for the nominator based on current data input into the system:

Nominator Is Myself	Yes/No
Nominator's Title	User's Title (Mr., Ms., Mrs., Miss)
Nominator's First Name	User's First Name

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Nominator's Last Name	User's First Name
Nominator's M.I.	User's Middle Initial
Nominator's Suffix	User's Suffix (Jr., Sr., I, II, III, IV)
Organization	The organization that employs the user
Street Address 1	First line of user's mailing address
Street Address 2	Additional line of user's mailing address if needed
City	The city portion of the user's mailing address
State	The state portion of the user's mailing address from the list provided
Zip	The five (5) or nine (9) digit postal code of the user's mailing address
Phone Number	The user's ten (10) digit phone number (area code and number) an extension may be placed in the second phone # field
Fax Number	The user's ten (10) digit facsimile number (area code and number)
E-Mail Address	The user's e-mail address

The Project Information Entry Form is displayed below. The required fields are denoted with an asterisk (*).

Project Name:*	The name of the project or program being nominated.
Project Description:*	Provide a detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Need for Project:*	Describe the community need addressed by the project.
Participants/Customers:*	List all staff and organizations that participated in the project and the beneficiaries.
External Partners & Contributors:*	List the external partners of the project and the organizations that contributed to the project.
Project Results:*	Quantify the accomplishments of the project and provide any

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	quality improvements that resulted from the implementation of the project.
Steps to Replicate:*	Enter the steps necessary to replicate this project.
Previously Nominated?	Yes/No
Field Office	Select the HUD Field Office responsible for the project.
Program Area:	Select the Program Area responsible for the project.
HUD insured property?	Yes/No (For Housing Only)
Funding Source(s):	List of the program(s) that provided funding for the project
Total HUD Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Total Federal Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Total State Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Total Private Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Estimated Total Project Cost(\$):	Enter estimated dollar(\$) amount
Area Served	Area that benefits from the project being nominated.
Categories:*	The Category(s) under which the nomination falls.
Strategic Goals:*	Select one (1) of the six (6) HUD Strategic Goals
TIN:	Tax ID
EIN:	Employee ID
FHA ID:	FHA ID
HUD GRANT ID(s):	Select up to 3 grant id's
Mission Criteria:	
Does the nomination generates a significant positive impact on those it is intended to serve or manage?	Yes/No If Yes, How?

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Can the nomination be replicated in other areas of the country, region, or local jurisdiction?	Yes/No If Yes, How?
Does the nomination demonstrate the effective use of partnerships among government agencies, non-profit organizations, or private businesses?	Yes/No If Yes, How?
Does the nomination display creativity in addressing a problem, and demonstrate an effective leveraging of resources?	Yes/No If Yes, How?

Nominee Information

If the nomination is a self-nomination, the nominee's information automatically displays based on data currently within the system.

Self-Nomination:*	Yes/No
Nominee's Relationship To The Project *:	How is the nominee related to the project?
Nominee's Title:*	Nominee's Title (Mr., Ms., Mrs., Miss)
Nominee's First Name:	Nominee's First Name
Nominee's Last Name:*	Nominee's Last Name
Nominee's M.I.	Nominee's Middle Initial
Nominee's Suffix:*	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Organization:	The Nominee's current employer
Street Address 1:*	First line of Nominee's mailing address
Street Address 2:	Additional line of Nominee's mailing address if needed
City:*	The city portion of the Nominee's mailing address

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State:*	The state portion of the Nominee's mailing address from the list provided
Zip:*	The five (5) or nine (9) digit postal code of the Nominee's mailing address
Phone Number:*	The Nominee's ten (10) digit phone number (area code and number) an extension may be placed in the second phone # field
Fax Number:*	The Nominee's ten(10) digit facsimile number (area code and number)
E-Mail Address:	The Nominee's e-mail address

5.4 To Select Funding Sources

1. **Click** the "Select" button next to "Funding Sources" in the Project Information portion of the "Add Nomination" screen.
2. **Click** on the appropriate funding source listed on the left side of the screen. Funding sources can be HUD Programs, Federal Programs, State Programs, or Private Sources or a combination of the above.
3. Choose the Program Name by **clicking** on the "Select" box next to the program name. **Enter** the funding amount in the funding field on the right side of the screen. All selections can be viewed by clicking "View Selections".
4. **Click** on "Save"

5.5 To Select Category

1. **Click** on the "Select" button next to "Category" in the Project Information portion of the "Add Nomination" screen.
2. Choose the Category/Categories by **clicking** on the "Select" box next to the category.
3. **Click** on "Submit"

5.6 Edit Nomination

This function displays a list of nominations saved by the nominator to complete later. A nominator may save more than one nomination.

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To access “Edit Nomination”:

1. If “Edit Nomination” is visible at the top of the page on the BPIS Menu Bar, then the user has a nomination to edit.
2. **Click** on “Edit Nomination” and select a nomination from the list displayed.
3. Once a nomination is selected from the list, the nomination form will be displayed allowing the nominator to edit the nomination and either save or submit as previously described above.

5.7 Resubmit Nomination

The function displays a list of nominations returned to the nominator for insufficient information. Again, a nominator may submit several nominations.

To access “Re-submit Nomination”:

1. If “Re-submit Nomination” is visible at the top of the page on the BPIS Menu Bar, then the user has a nomination(s) to re-submit.
2. **Click** on “Re-submit Nomination” and select a nomination from the list displayed.
3. Once a nomination is selected from the list, the nomination form will be displayed. This provides the nominator with the ability to edit the nomination and re-submit the form if desired.
4. Returned nominations must start the approval process from the beginning.

5.8 Post Submission

Once a nomination is submitted or re-submitted, the **nominator** will receive an e-mail or letter stating the nomination was received.

At the same time, the **nominee** will receive an e-mail or letter making them aware of their nomination. This notice will provide the nominee with the tracking number of the nomination and a Password to log on to the BPIS system to complete the on-line Self-Certification form.

If the nomination is a **self-nomination**, the user is automatically directed to the Self-Certification form for completion.

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6. Self-Certification

6.1 Overview

The Self-Certification Function allows all nominees to complete an on-line Self-Certification Form whereby, the nominee agrees that all information provided is true and complete to the best of their knowledge. A nominee only needs to complete one self-certification form, regardless of the number of times he or she is nominated.

Important: Nominees cannot be considered for a Best Practices award until this form is completed.

6.2 Steps To Complete the On-line Self-Certification form:

1. From the Home Page, **Click** “Certification” located at the top of the page on the BPIS Menu Bar.
2. The Certification page is displayed. **Enter** the tracking number and password associated with the nomination.
3. **Click** Submit.
4. BPIS automatically displays the nominee information submitted on the nomination form. At this time, the nominee may **edit** any incorrect information (Note that once the Self-Certification form is submitted, the information entered cannot be edited again).
5. Nominee answers the Self-Certification questions by **checking** Yes or No and providing an explanation for any Yes answers.
6. **Click** “Submit Certification Form”. Note that by submitting this form, the nominee certifies that the information provided was made in good faith and is true, complete and correct to the best of his/her knowledge. The nominee also agrees to notify HUD within two (2) weeks of any change in status that may cause any of the provided information on the foregoing Self-Certificate to become invalid and/or incorrect for any reason.
7. The system confirms that the form was received and the nominee is returned to the Home Page.

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6.3 Field Descriptions and Page Layout

The following items are displayed at the top of the Self-Certification screen:

Certificate ID:	The Self-Certification certificate ID
Nomination Tracking Number(s):	The tracking number(s) of the nomination
Date Nomination Submitted:	The date the nomination was submitted
Today's Date:	The current date

The Self-Certification screen displays the following fields. Required Fields are denoted with an asterisk (*).

Nominee's Information:

Title:*	Nominee's Title (Mr., Ms., Mrs., Miss)
Suffix:	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Last Name:*	Nominee's Last Name
M.I.	Nominee's Middle Initial
First Name:*	Nominee's First Name
Organization/Company:	The organization/company that employs the Nominee
Street Address 1:*	First line of Nominee's mailing address
Street Address 2:	Additional line of Nominee's mailing address if needed
City:*	The city portion of the Nominee's mailing address
State:*	The state portion of the Nominee's mailing address
Zip:*	The five(5) or nine(9) digit postal code of the Nominee's mailing address
Phone Number:*	The Nominee's ten(10) digit phone number (area code and number) and extension may be placed in the second phone # field
Fax Number:*	The Nominee's ten(10) digit facsimile number (area code and number)
E-Mail Address:	The Nominee's e-mail address

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Certification Questions

Answers provided must be made in good faith and be true, complete and correct to the best of the nominee's knowledge.

Have you ever been suspended, debarred, issued a limited denial of participation or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency?

To the best of your knowledge, are there any unresolved findings raised as a result of HUD audits, management reviews or other Government investigations concerning you or your projects?

Has there ever been a suspension or termination of payments under any HUD assistance contract in which you have had a legal or beneficial interest?

Have you ever been convicted of a felony or are you presently, to your knowledge, the subject of a complaint or indictment charging a felony?

(A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less.)

Have you ever defaulted on an obligation covered by a surety or performance bond or been the subject of a claim under an employee fidelity bond?

Have you ever been found to be in violation of the Drug Free Workplace Act?

Are you any of the following: (i) a respondent to a charge of discrimination issued by the Secretary of HUD under the Fair Housing Act; (ii) a defendant in a civil action brought by the Attorney General of the United States under the Fair Housing Act; or (iii) charged with housing discrimination by a state or a local agency administering a fair housing law which had been recognized by the Secretary of HUD as providing substantially equivalent rights or remedies to the federal statute?

Are you in compliance with all court orders, consent decrees, settlement agreements, conciliation or enforcement agreements, if any, to which you are a party and which pertain to alleged or proven violation by you of Federal, State or local fair housing laws?

Have you ever been adjudicated to have violated the Fair Housing Act, a State or local fair housing law or ordinance, or the Civil Rights Act of 1866 within the past twelve (12) months?

Important: If the answer was YES to any of the above questions, an explanation must be entered in the box at the bottom of the Self-Certification screen.

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7. User Reports

7.1 Overview

The “Reports” function displays a list of pre-formatted reports based on data in the Best Practices Repository. These reports are in *Read-Only* format and can be printed by the user if desired.

7.2 To access *BPIS Reports*:

1. **Click** on “Reports” at the top of the page on the BPIS Menu bar
2. **Click** on “All Users”
3. **Click** on “Report” to view
4. **Select** search criteria to narrow list of reports provided
5. **Click** Go

7.3 Tracking Number hyperlink

The tracking number on the reports is a hyperlink to Nomination data. This will display the nomination in full detail in a read-only format.

Tracking Number	The Nomination Tracking Number
Date Nomination Submitted	The date the nomination was submitted

Nominator's Information:

Title	Nominee's Title (Mr., Ms., Mrs., Miss)
First Name	Nominee's First Name
M.I.	Nominee's Middle Initial
Last Name	Nominee's Last Name
Suffix	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Street Address	First line of Nominee's mailing address
City	The city portion of the Nominee's mailing address
State	The state portion of the Nominee's mailing address

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	from the list provided
Zip	The five(5) or nine(9) digit postal code of the Nominee's mailing address
Phone No	The Nominee's ten(10) digit phone number (area code and number) an extension may be placed in the second phone # field
Fax No	The Nominee's ten(10) digit facsimile number (area code and number)
E-Mail Address	The Nominee's e-mail address

Project Information:

Project Name	The name of the project/program being nominated.
Project Description	Provide a detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Need for Project	Describe the community need addressed by the project.
Participants/Customers	List of all staff and organizations that participated in the project and the beneficiaries.
External Partners/Contributors	List the external partners of the project and the organizations that contributed to the project.
Project Results	Enter the steps to use in order to replicate this project.
Steps to Replicate	Quantify the accomplishments of the project and provide any quality improvements that resulted from the implementation of the project.
Previously Nominated	Yes/No
Field Office	Select the HUD Field Office responsible for the project
Program Area	Select the Program Area responsible for the project
HUD Insured Property	Yes/No (For Housing Only)
Funding Source(s)	The program(s) that provided the funding for the project
Estimated Cost	User entered estimated \$ figure

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Area Served	Area that benefits from the project being nominated.
Category	The Category(s) that the nomination fits under
Strategic Goal	Select 1 of the 6 Strategic Goals
TIN(Tax ID)	Tax ID
EIN(Emp. ID)	Employee ID
REMS ID	REMS ID
FHA ID	FHA ID
Grant ID	Select up to 3 grant id's

Nominee's Information:

Self-Nomination	Yes/No
Nominee's Relationship To Project	How is the nominee related to the project?
Title	Nominee's Title (Mr., Ms., Mrs., Miss)
Owner's First Name	Nominee's First Name
Owner's Middle Initial	Nominee's Middle Initial
Owner's Last Name	Nominee's Last Name
Owner's Suffix	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Street Address	First line of Nominee's mailing address
City	The city portion of the Nominee's mailing address
State	The state portion of the Nominee's mailing address from the list provided
Zip Code	The five(5) or nine(9) digit postal code of the Nominee's mailing address
Phone No.	The Nominee's ten(10) digit phone number (area code and number) an extension may be placed in the second phone # field

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Fax No.	The Nominee's ten(10) digit facsimile number (area code and number)
E-Mail Address	The Nominee's e-mail address

- **Click** "Back to Listing" to return to the report index.

7.4 Total Nominations Listing

The "Total Nominations Listing" displays only "True Nominations". "True Nominations have been accepted by every level within the acceptance process can be considered for a Best Practice Award. The "Total Nominations Listing" allows the user to select report content based on Program Area, Field Office, Category, Region, State, Project Name (using a keyword), and or Project Description (using a keyword).

Tracking No.	Nomination Tracking Number (hyperlink to Nomination data)
Project Name	The name of the project/program being nominated.
Description	A detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project
Field Office	HUD Field Office responsible for the project
Category	The category/categories under which a nomination falls

7.5 Nominations Waiting Approval

The "Nominations Waiting Approval" report displays nominations that have been submitted by the user and are awaiting acceptance. The "Nominations Waiting Approval" report allows the user to select report content based on a tracking number.

Tracking No.	Nomination Tracking Number (hyperlink to Nomination data)
Project Name	The name of the project/program being nominated.
Description	A detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project

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Field Office	HUD Field Office responsible for the project
Category	The category/categories under which a nominations falls

7.6 My Rejected Nominations

The “My Rejected Nominations” report displays nominations the user submitted that were rejected. The “My Rejected Nominations” report allows the user to select report content based on the type of rejection (e.g., Requires re-submission or is ineligible).

Tracking No.	Nomination Tracking Number, hyperlink to Nomination data
Project Name	The name of the project/program being nominated.
Description	A detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project
Field Office	HUD Field Office responsible for the project
Category	The category/categories under which a nomination falls
Reject Type	Requires re-submission or is ineligible
Reason	Reason for rejection of nomination

7.7 Nomination Summary Report

The “Nomination Summary Report” displays the total number of “True Nominations”. The “Nomination Summary Report” allows the user to select report content based on Region, State, Program Area, Category, and/or Strategic Goal.

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8. Management Reports

The “Reports” function displays a list of pre-formatted reports based on data in the Best Practices Repository. These reports are in *Read-Only* format and can be printed by the user.

8.1 To access BPIS Reports:

1. **Click** on “Reports” at the top of the page on the BPIS Menu bar
2. **Click** on “Management Reports”
3. **Click** on “Report” to view the reports list
4. **Select** search criteria to narrow report list
5. **Click** Go

8.2 Tracking Number hyperlink

The tracking number on the reports is a hyperlink to Nomination data. By clicking on the tracking number, the nomination is displayed in full detail in *Read-Only* format.

Tracking Number	The Nomination Tracking Number
Date Nomination Submitted	The date the nomination was submitted

Nominator's Information:

Title:	Nominee's Title (Mr., Ms., Mrs., Miss)
First Name:	Nominee's First Name
M.I.	Nominee's Middle Initial
Last Name:	Nominee's Last Name
Suffix:	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Street Address:	First line of Nominee's mailing address
City:	The city portion of the Nominee's mailing address

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State:	The state portion of the Nominee's mailing address from the list provided
Zip:	The five (5) or nine (9) digit postal code of the Nominee's mailing address
Phone No:	The Nominee's ten (10) digit phone number (area code and number) an extension may be placed in the second phone # field
Fax No:	The Nominee's ten (10) digit facsimile number (area code and number)
E-Mail Address:	The Nominee's e-mail address

Project Information:

Project Name:	The name of the project/program being nominated.
Project Description:	Provide a detailed description of the important aspects of the project with enough detail to provide a basic understanding of the project.
Need for Project:	Describe the community need addressed by the project.
Participants/Customers:	List of all staff and organizations that participated in the project and the beneficiaries.
External Partners/Contributors:	List the external partners of the project and the organizations that contributed to the project.
Project Results:	Enter the steps necessary to replicate this project.
Steps to Replicate:	Quantify the accomplishments of the project and provide any quality improvements that resulted from the implementation of the project.
Previously Nominated:	Yes/No
Field Office:	Select the HUD Field Office responsible for the project
Program Area:	Select the Program Area responsible for the project
HUD Insured Property:	Yes/No (For Housing Only)
Funding Source(s):	The program(s) that provided the funding for the project

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Estimated Cost:	Enter estimated dollar amount (\$)
Area Served:	Area that benefits from the project being nominated.
Category:	The category/categories under which the nomination falls
Strategic Goal:	Select one (1) of the six (6) HUD Strategic Goals
TIN(Tax ID):	Tax ID
EIN(Employee ID):	Employee ID
REMS ID:	REMS ID
FHA ID:	FHA ID
Grant ID:	Select up to 3 grant ID's

Nominee's Information:

Self-Nomination:	Yes/No
Nominee's Relationship To Project:	How the nominee is related to the project.
Title:	Nominee's Title (Mr., Ms., Mrs., Miss)
Owner's First Name:	Nominee's First Name
Owner's Middle Initial:	Nominee's Middle Initial
Owner's Last Name:	Nominee's Last Name
Owner's Suffix:	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Street Address:	First line of Nominee's mailing address
City	The city portion of the Nominee's mailing address
State	The state portion of the Nominee's mailing address from the list provided
Zip Code:	The five (5) or nine (9) digit postal code of the Nominee's mailing address

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Phone No.:	The Nominee's 10 digit phone number (area code and number) an extension may be placed in the second phone # field
Fax No.:	The Nominee's 10 digit facsimile number (area code and number)
E-Mail Address:	The Nominee's e-mail address

- **Click** on "Back to Listing" to return to the "Report Index".

8.3 Outstanding Acceptance

The "Outstanding Acceptance" report displays nominations awaiting acceptance, provides information on the number of days in delinquency and identifies the HUD Working Group responsible for processing the nomination. The "Outstanding Acceptance" report allows the user to select report content based on Acceptance Level, Program Area, Field Office, or New Record(s) (within 1, 2 or 3 days).

Tracking No.	Nomination Tracking Number, hyperlink to Nomination data
Project Name	The name of the project/program being nominated.
Description	A detailed description of the important aspects of the project with enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project
Field Office	HUD Field Office responsible for the project
Category	The category/categories under which the nomination falls

8.4 Rejected Nominations

The "Rejected Nominations" report displays all rejected nominations. The "Rejected Nominations" report allows the user to select report content based on the type of rejection (e.g. requires re-submission, ineligible).

The "Rejected Nominations" report displays the following fields:

Tracking No.	Nomination Tracking Number (hyperlink to Nomination data)
Project Name	The name of the project/program being nominated.

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Description	A detailed description of the important aspects of the project with enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project
Field Office	HUD Field Office responsible for the project
Category	The category/categories under which the nomination falls
Reject Type	Requires Re-submission, ineligible
Reason	Reason for rejection of nomination

8.5 Paper Nominations Versus Electronic Nominations

The “Paper Nominations Versus Electronic Nominations” report displays nominations submitted by paper form or by electronic form. The “Paper Nominations Versus Electronic Nominations” report allows the user to select report content based on entry type, either electronic or paper.

The “Paper Nominations Versus Electronic Nominations” report displays the following fields:

Tracking No	Nomination Tracking Number (hyperlink to Nomination data)
Project Name	The name of the project/program being nominated.
Description	A detailed description of the important aspects of the project with enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project
Field Office	HUD Field Office responsible for the project
Category	The category/categories under which the nomination falls

8.6 Nominators Without E-Mail Address Report

The “Nominators Without E-Mail Address” report displays nominators that did not provide their email address. The “Nominators Without E-Mail Address” report allows the user to select report content based on Program Area, Field Office, Category, Region, State, Project Name (Enter keyword), Project Description (Enter keyword), and/or Tracking No. (format: 2000-xxxx).

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Nominator	Name of the Nominator
Phone No	Phone No of the Nominator
Fax No.	Phone No of the Nominator
Tracking No	Tracking No of the nominations submitted by the Nominator
Informed by	Name of the person designated to send manual letter notification to nominator
Informed ?	Check box for person to select if nominator has been manually notified of confirmation of nomination.

8.7 Nominees Without E-mail Address Report

The “Nominees Without E-mail Address” report displays nominees who do not have e-mail addresses provided. The “Nominees Without E-mail Address” report allows the user to select report content based on Program Area, Field Office, Category , Region, State, Project Name (Enter keyword), Project Description (Enter keyword), and/or Tracking No. (format: 2000-xxxx).

Nominee	Name of the Nominee
Phone No	Phone No of the Nominee
Fax No.	Phone No of the Nominee
Tracking No	Tracking No of the nominations submitted for the Nominee
Informed by	Name of the person designated to send manual letter notification to nominator
Informed ?	Check box for person to select if nominator has been manually notified of confirmation of nomination.

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9. Acceptance

9.1 Overview

All nominations must go through an acceptance process consisting of four separate levels before it is considered a “True Nomination”. All levels have the ability to *Accept*, *Return for Re-submission* or *Reject* nominations for ineligibility. The acceptance process is as follows:

- **1st Level** – The Office of Management and Planning (OMAP) reviews all nominations for completeness and eligibility. If accepted, OMAP then passes the nomination on to the correct Program Office for further routing.
- **2nd Level** – The Program Office (PO) reviews all nominations accepted by OMAP for accuracy and decides if the nomination should be forwarded to the respective Field Office (FO).
 - HUD Working Group members have the authority to accept nominations on behalf of the Program Office. The Working Group representative is responsible for notifying appropriate staff in the Program Office regarding any nominations they have accepted on the Program Office’s behalf.
 - The Best Practices Contractor also has Program Office authority, however they are unable to reject nominations for ineligibility. They are authorized, however, to request that a nomination be re-submitted for additional information.
- **3rd Level** - The Field Office reviews all nominations accepted by OMAP and the Program Office for eligibility and accuracy. The Secretary’s Representative/Senior Community Builder is responsible for Field Office acceptance.
- **4th Level** - The Compliance Group, consisting of OGC, FHEO, Enforcement Center, and REAC, performs the final review of all nominations that have been approved by OMAP, the Program Offices and the Field Offices to ensure compliance. Additional offline reviews must be conducted by the Office of the Inspector General.

Once the nomination is accepted by the Compliance Group, it is considered a “True Nomination” and may now be considered for a Best Practices award. If a nomination is rejected for ineligibility at any level, an e-mail or letter is sent to the nominator stating that the nomination was rejected and citing the reason for rejection. If a nomination is returned for re-submission at any level, an e-mail or letter is sent to the nominator stating that the nomination was returned, citing the reason why, and describing the areas that need to be corrected and resubmitted.

The approval history of a nomination can be viewed at any time in the “Nomination Processing Information” section located at the bottom of the screen.

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9.2 To Accept a Nomination

1. **Click** on “Acceptances” at the top of the page on the BPIS Menu Bar
2. Nominations will be displayed according to the BPIS authority level (i.e. OMAP, Program Office, Field Office, or Compliance Group).
3. Select nominations using the following selection criteria: Program Area, Field Office, Category, Project Name (Enter keyword), Project Description (Enter keyword).
4. **Click** on the Nomination Tracking Number to review the nomination

Nomination Selection Screen:

Nomination Tracking No.	Nomination Tracking Number (hyperlink to Nomination data)
Nomination Name	The name of the project or program being nominated.
Nomination Description	A detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Program Area	Program Area responsible for the project
Field Office	HUD Field Office responsible for the project
Status	Approval status of the nomination

- Review the Nomination and make necessary modifications

Tracking No.:	Nomination Tracking Number (hyperlink to Nomination data)
Date Submitted:	Date the nomination was submitted

Nominator's Information (this is preloaded information and cannot be edited) Fields marked with an asterisk (*) are required fields.

Nominator Is Myself:*	Yes/No
Nominator's Title:*	Nominator's Title (Mr., Ms., Mrs., Miss)

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Nominator's First Name:	Nominator's First Name
Nominator's M.I.*	Nominator's Middle Initial
Nominator's Last Name	Nominator's Last Name
Nominator's Suffix:*	Nominator's Suffix (Jr., Sr., I, II, III, IV)
Organization:	The organization that employs the Nominator
Street Address 1:*	First line of Nominator's mailing address
Street Address 2:	Additional line of Nominator's mailing address if needed
City:*	The city portion of the Nominator's mailing address
State:*	The state portion of the Nominator's mailing address from the list provided
Zip:*	The 5 or 9 digit postal code of the Nominator's mailing address
Phone Number:*	The Nominator's 10 digit phone number (area code and number) an extension may be placed in the second phone # field
Fax Number:*	The Nominator's 10 digit facsimile number (area code and number)
E-Mail Address:	The Nominator's email address

Project Information:

Project Name:*	The name of the project/program being nominated.
Project Description:*	Provide a detailed description of the important aspects of the project in enough detail to provide a basic understanding of the project.
Need for Project:*	Describe the community need addressed by the project.
Participants/Customers:*	List of all staff and organizations that participated in the project and the beneficiaries.
External Partners & Contributors:*	List the external partners of the project and the organizations that contributed to the project.

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Project Results:*	Quantify the accomplishments of the project and provide any quality improvements that resulted from the implementation of the project.
Steps to Replicate:*	Enter the steps to use in order to replicate this project.
Previously Nominated?	Yes/No
Field Office:	Select the HUD Field Office responsible for the project
Program Area:	Select the Program Area responsible for the project
HUD insured property?	Yes/No (For Housing Only)
Funding Source(s):	The program(s) that provided the funding for the project
Total HUD Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Total Federal Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Total State Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Total Private Cost(\$):	Calculated Automatically based on Funding Source(s) selected
Estimated Total Project Cost(\$):	Enter estimated dollar amount (\$)
Area Served:	Area that benefits from the project being nominated.
Categories:*	The category/categories under which a nomination falls
Strategic Goals:*	Select one(1) of the six(6) HUD Strategic Goals
TIN (Tax ID):	Tax ID
EIN (Employee ID):	Employee ID
REMS ID:	REMS ID
FHA ID:	FHA ID
HUD GRANT ID(s):	Select up to 3 grant ID's
Mission Criteria	

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Does this nomination generates a significant positive impact on those it is intended to serve or manage?	Yes/No If Yes, How?
Can this nomination be replicated in other areas of the country, region, or local jurisdiction?	Yes/No If Yes, How?
Does this nomination demonstrate the effective use of partnerships among government agencies, non-profit organizations, or private businesses?	Yes/No If Yes, How?
Does this nomination display creativity in addressing a problem, and demonstrate effective leveraging of resources?	Yes/No If Yes, How?

Nominee Information:

Self-Nomination:*	Yes/No
Nominee's Relationship To The Project *:	How is the nominee related to the project?
Nominee's Title:*	Nominee's Title (Mr., Ms., Mrs., Miss)
Nominee's First Name*:	Nominee's First Name
Nominee's MI	Nominee's Middle Initial
Nominee's Last Name*	Nominee's Last Name
Nominee's Suffix:	Nominee's Suffix (Jr., Sr., I, II, III, IV)
Organization:	The organization that employs the Nominee
Street Address 1:*	First line of Nominee's mailing address

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Street Address 2:	Additional line of Nominee's mailing address if needed
City:*	The city portion of the Nominee's mailing address
State:*	The state portion of the Nominee's mailing address from the list provided
Zip:*	The five (5) or nine (9) digit postal code of the Nominee's mailing address
Phone Number:*	The Nominee's ten (10) digit phone number (area code and number) an extension may be placed in the second phone # field
Fax Number:*	The Nominee's ten (10) digit facsimile number (area code and number)
E-Mail Address:	The Nominee's e-mail address

Nomination Processing Information

1. **Click** "View Nomination Certificate" to see if the nominee has completed a Self-certification Form. Note that the nomination cannot be considered for an award if the Self-Certification Form is not complete and submitted.
2. **Select** "Accept", "Reject for Re-submission", or the "Project does not appear to be eligible for evaluation for a BP award"
3. If "Reject for Re-submission" or "Project does not appear to be eligible for a BP award" was selected, **enter** the reason for rejection in the field provided
4. **Click** "Accept" or "Reject" Nomination

To Select Funding Sources.

1. **Click** the "Select" button next to Funding Sources in the Project Information portion of the Add Nomination screen.
2. **Click** the Funding Source on the left side of the screen. Funding sources can be HUD Programs, Federal Programs, State Programs, Private Sources or a combination of the above.

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3. Choose the Program Name by clicking on the “Select” box next to the program name. Enter the funding amount in the field on right side of the screen. All selections can be viewed by clicking “View Selections”.
4. Click Save

9.3 *Select Category*

1. Click the select button next to Category in the Project Information portion of the Add Nomination screen.
2. Choose the Category(s) by clicking in the select box next to the category
3. Click Submit